Election Inspector Training

Michigan Department of State
Bureau of Elections

M100 Optical Scan
Precinct Count Voting System

Introduction

- This Power Point presentation has been prepared for election inspectors appointed to work in a precinct in which the "M100" precinct count voting system is used

- Included is a review of the laws, rules and procedures governing the operation of the polling place and the duties that must be carried out by the board of election inspectors on election day

Agenda

- Opening the polls
- Processing voters
- Campaigning at the polls and exit pollsters
- Challengers and poll watchers
- Assisting voters cast ballots
- Spoiled and exposed ballots "What If's"
- Voters who have moved
- Missing registrations
- Processing absentee ballots

Agenda (Continued)

- Closing the polls (Precinct Canvass)
  - Reconciling total ballots cast vs total voters
  - Duplicating ballots
  - Preparing the Statements of Votes
  - Processing Write-in votes
  - Determining the validity of ballot markings
  - Ballot security

Opening the Polls

The following tasks must be performed prior to the opening of the polls

- Take and sign the constitutional oath of office

- Check all forms and supplies

- Establish a barrier to separate the voting area from the public portion of the room

Opening the Polls (Continued)

- – Position voting stations and tabulator in voting area so as to ensure ballot secrecy

- – Inspect all three compartments of the ballot box -- Auxiliary (front), Write-In (right) and Main (left)

- – Verify that the tabulator serial number and tabulator seal number agree with the "Clerks' Preparation Certificate" (Do not remove the tabulator seal!)

OPTICAL SCAN
CLERK'S PREPARATION CERTIFICATE

Tabulator Serial No. _____   Tabulator Seal No. _____

I certify that the above precinct tabulator has been properly prepared and tested for this election in accordance with law, and, that at the completion of the test the program was inserted into the tabulator and the tabulator was sealed with a seal bearing the seal number recorded above.

_____   _____   _____
Ward/Precinct No.   Signature of Clerk or Authorized Assistant   Date

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ELECTION INSPECTORS' PREPARATION CERTIFICATE

✔ WE CERTIFY THAT PRIOR TO THE OPENING OF THE POLLS WE:

☐ Verified that the serial number of the Precinct Tabulator and the number on the seal used to secure the Precinct Tabulator was the same as the serial and seal number recorded on the Preparation Certificate.

☐ Completed all preparation tests of the Precinct Tabulator and found the equipment to be in proper working order.

☐ Verified that the correct ballot was provided to the precinct by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, and any other documents provided to the precinct.

_____   _____

_____   _____

_____   _____

_____   _____

ALL INSPECTORS MUST SIGN THE ABOVE CERTIFICATE

INSTRUCTIONS TO ELECTION INSPECTORS

SPOILED BALLOTS

A voter who spoils his or her ballot may request a new ballot. The voter must return the spoiled ballot before a new ballot is issued. Draw a single line through the ballot number entered in the Poll Book and on the ballot application for the spoiled ballot and record the ballot number of the new ballot on both documents (See Illustration Below).

ABSENT VOTERS

If absent voter ballots are delivered to the precinct for the precinct board to process, check the signature on the absent voter envelope against the voter's registration card or information on the registration list to determine the legality of the ballot and verify that the elector has not voted in person. (NOTE: If Clerk provides a prepared List of Absent Voters who have returned ballots for processing, follow Clerk's instructions for including in this Poll Book.)

NO. OF VOTER	NAME OF VOTER	Mark A.V. if voter is an Absent Voter	BALLOT NUMBER	REMARKS
1	Jane Smith		13	
2	John Smith		14	
3	Alice Thomas		~~15~~ 17	Spoiled Ballot
4	Anne Klein	A.V.	1	
5	Kalvin Klein	A.V.	2	

(IF ANY DISCREPANCIES APPEAR, MAKE APPROPRIATE NOTATION ON REMARKS PAGE IN POLL BOOK)
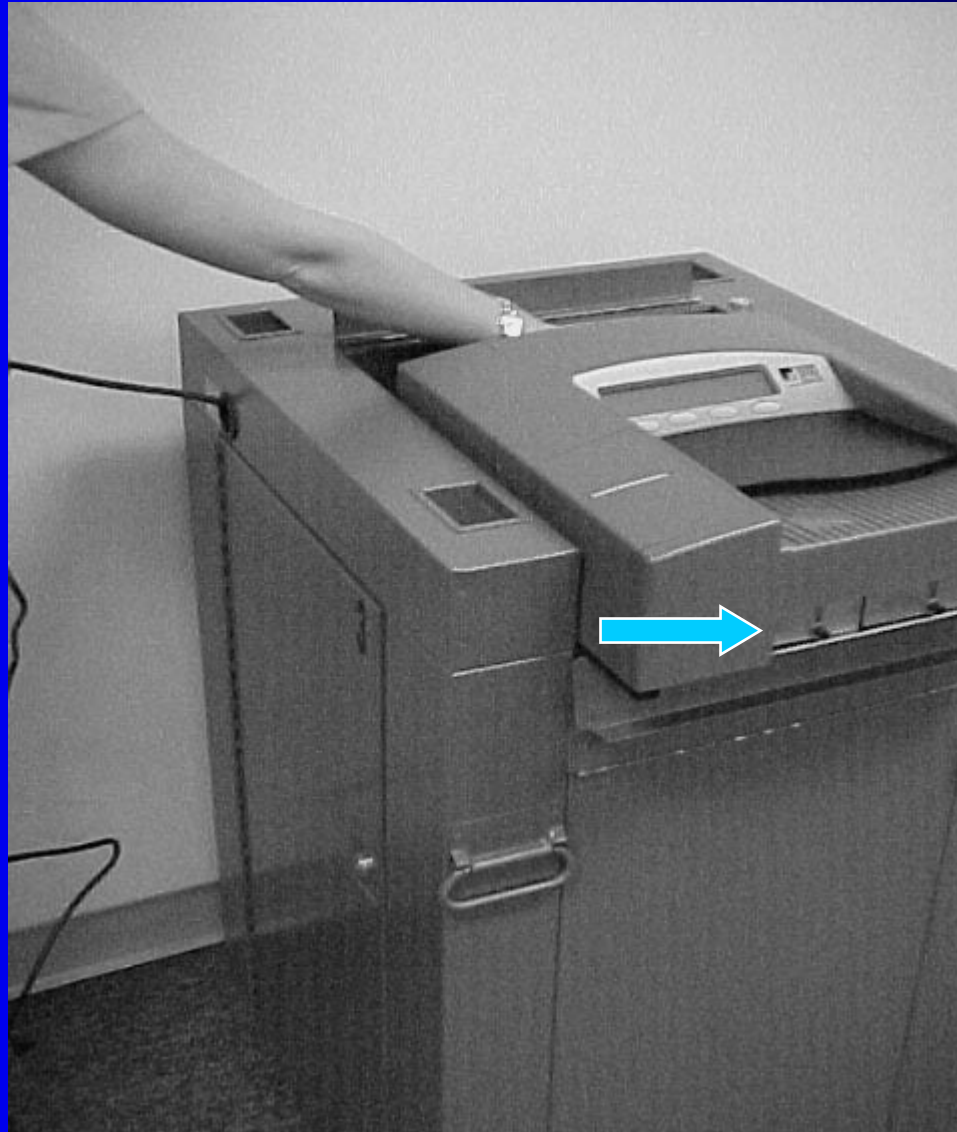
Verify Tabulator Serial Number

(Back of Tabulator)
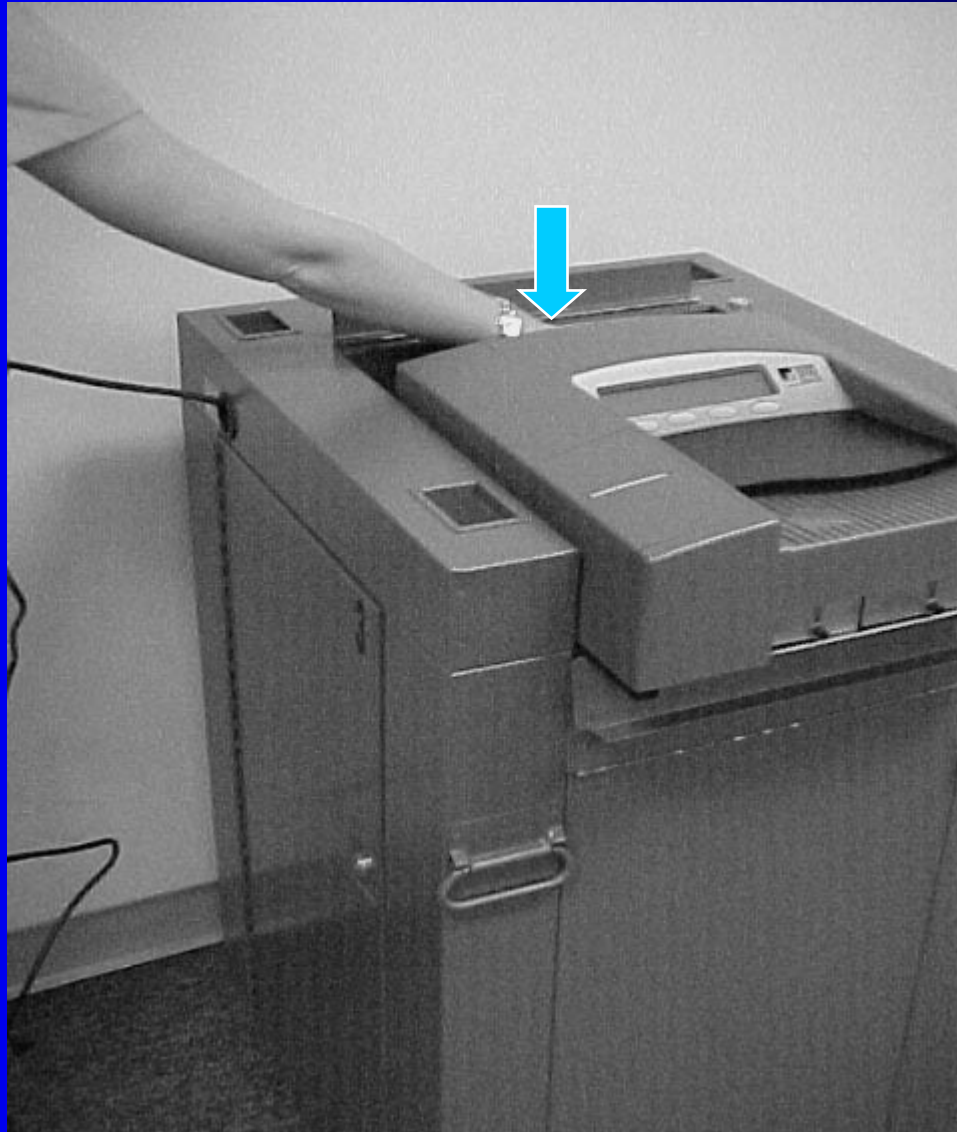
Verify Tabulator Seal Number
(Front of Tabulator)

Opening the Polls (Continued)

- If not already prepared, set the tabulator up according to the manufacture's instructions
- Ensure the ballot slot at the back of the tabulator bay is open
- Ensure the diverter plug at the back of the tabulator bay has made secure contact with the socket at the back of the tabulator
- Ensure the Counter Access Panel is locked
- Tabulator should be positioned near electrical outlet with the front of the tabulator facing away from the processing and public areas – ballot secrecy must be preserved!

Opening the Polls (Continued)

- Open the Key Access Panel, insert the tabulator key and turn to OPEN/CLOSE POLLS

- Tabulator will perform self diagnostics and print an Initial State Report

- A Zero Report should print when the tabulator key is turned to VOTE

- Proof the official ballots against the "Zero Report" and "Instruction ballot" (NOTE: All totals must be zero)

Opening the Polls (Continued)

- All inspectors must sign the bottom of the tape and complete and sign the "Election Inspectors Preparation Certificate"
- Verify that the precinct # that appears on the LCD display is correct and that the public count reads zero; throughout the election, the public count will increase by 1 for each ballot tabulated
- The polls must be ready and open for voting at 7:00 a.m.

Ready For Voters LCD Is 0
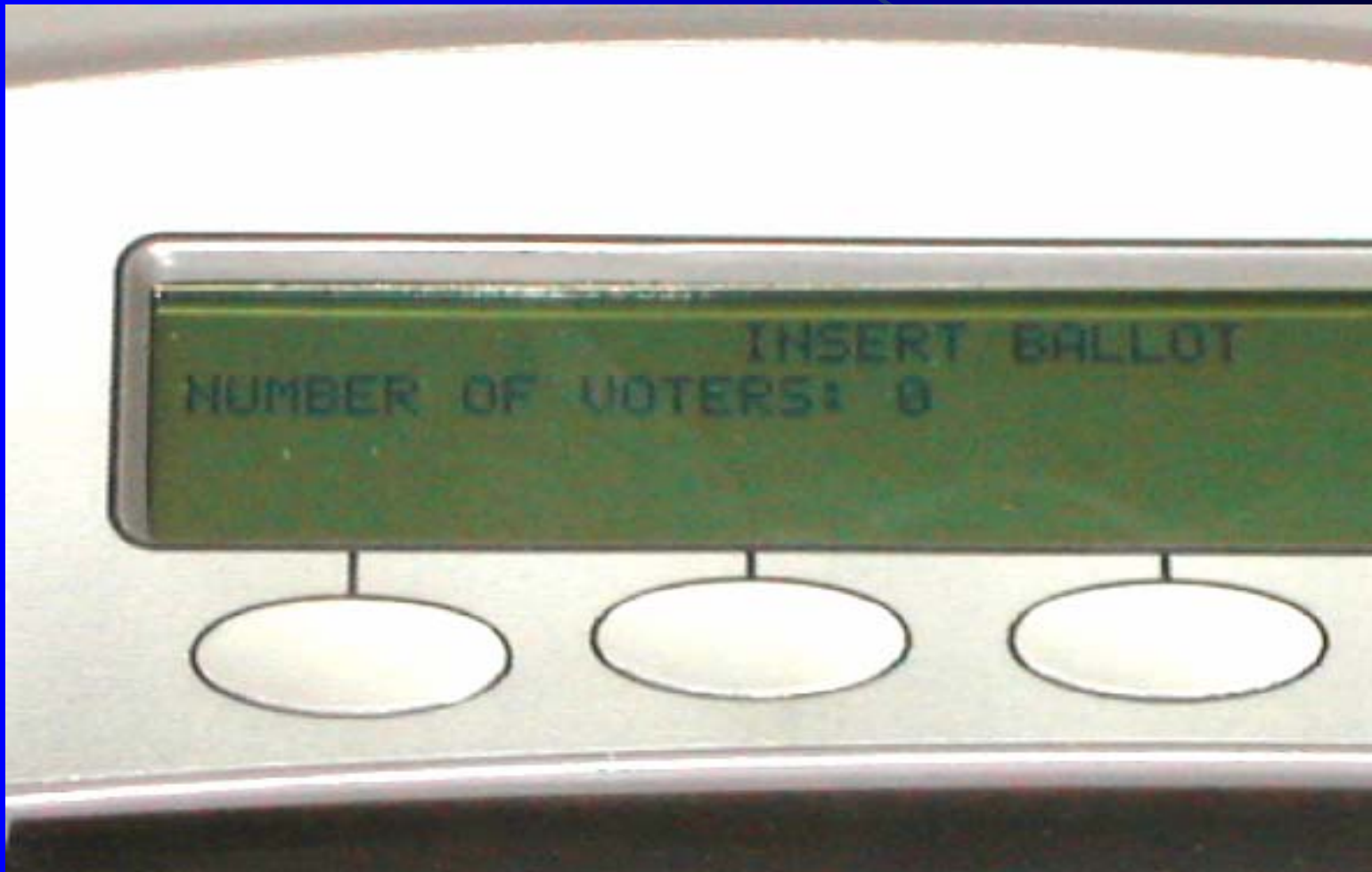
Check and Balance Procedure

- The following duties must be performed by <u>two</u> inspectors of different political party affiliations:
    - Assisting voters after they have entered the voting booth
    - Opening the tabulator while the polls are open
    - Sealing ballot containers, programs/memory units and special envelopes
    - Delivering ballot containers programs/memory units and special envelopes after the close of the polls

Processing Voters
Offer Instructions
To All Voters
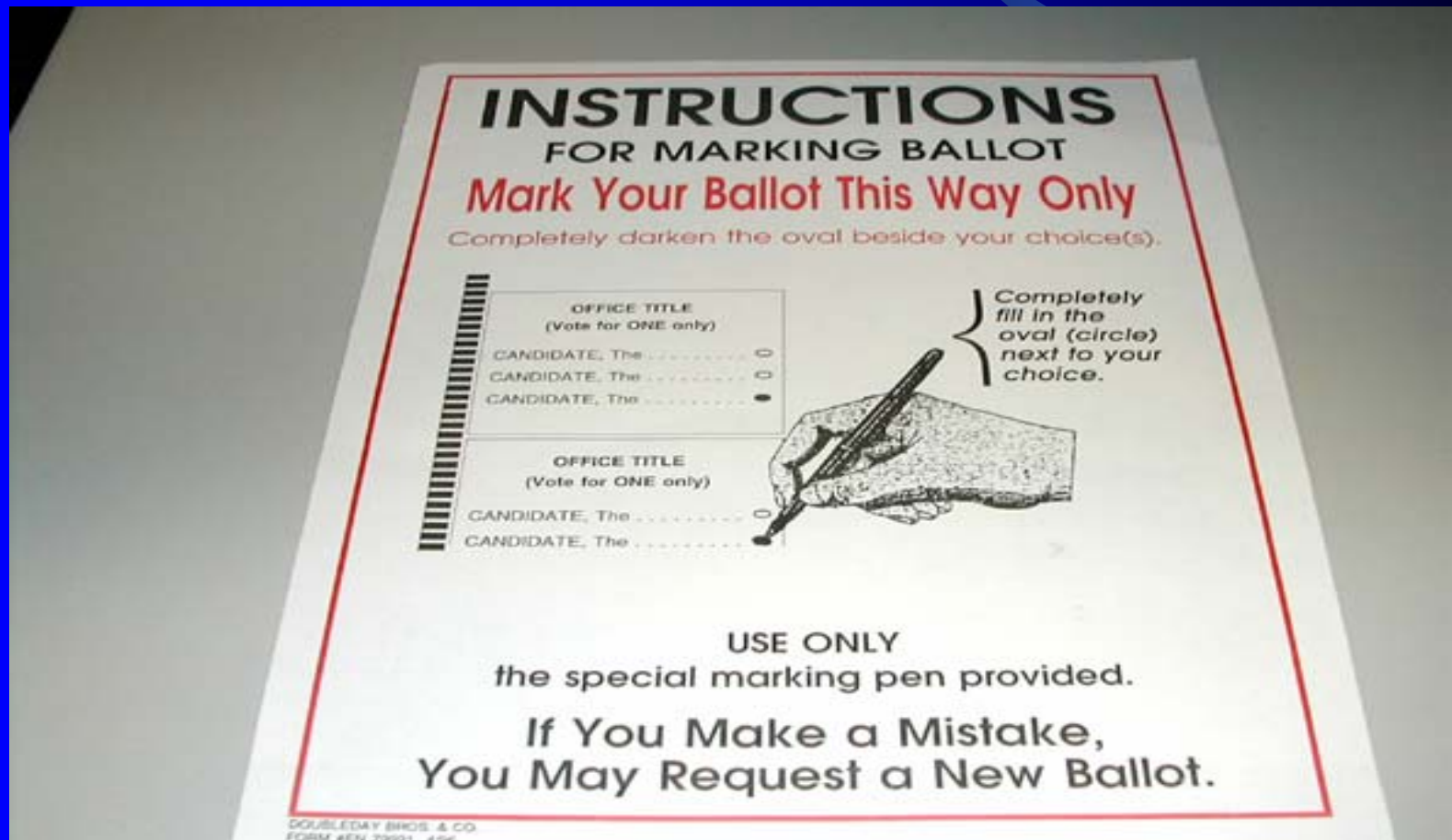
Processing Voters (Continued)

- Offering Instruction
  - Always offer instructions on <u>all</u> aspects of the voting process including how to cast a write-in vote
  - Warn that you cannot vote for more candidates than the number stated in the office heading (Over vote)
  - If a partisan primary, remind voters that they cannot vote in more than one party column (Crossover or Split ticket voting is permitted in general elections only)
  - Never attempt to influence the voter's choices

Processing Voters (Continued)

- Offering Instruction
  - If the voter asks for additional instruction after entering the voting booth, two inspectors of different political party affiliations must provide the instruction
  - If the voter needs assistance with voting the ballot refer to "Assisting Voters Cast Ballots"

# Processing Voters (Continued)

- Each voter must complete an Application to Vote as follows:
  - Signature - Any variation of the legal name is acceptable; the printed name is optional
  - Present Street Address – Not necessarily the registration address
  - Day and month of birth – Year of birth is optional

APPLICATION TO VOTE - POLL LIST

I hereby certify that I am a registered and qualified elector in this ward and precinct and hereby make application to vote at this election.

Fill in answer as shown:
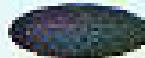
(Mark your ballot the same way when casting a vote.)

Are you a United States Citizen?   ◯ Yes   ◯ No

_____
Signature of Voter

PRINT
NAME: _____

_____
DATE OF BIRTH

_____
PRESENT STREET ADDRESS

(FOR INSPECTORS USE ONLY)   Approved to Vote by:

_____
Election Inspector

_____
Date of Election

_____
Ballot Number Issued

_____
Ward/Precinct No.

_____
Voter No. (Poll Book)

Processing Voters (Continued)

- Compare the day and month of birth and present residential address on the Application to Vote to the information on the QVF precinct list
  - If the day and month of birth does not agree attempt to ascertain the reason for the discrepancy
  - If the addresses are different refer to "Voters Who Have Moved"

Processing Voters (Continued)

- Check to see if the voter was issued an absent voter ballot
  - If an absent voter ballot has been issued, the ballot must be surrendered; write "Canceled – Voted in Person" on the AV envelope and make a notation on the Remarks Page
  - If the voter is unable to surrender the absent voter ballot contact the clerk for instruction
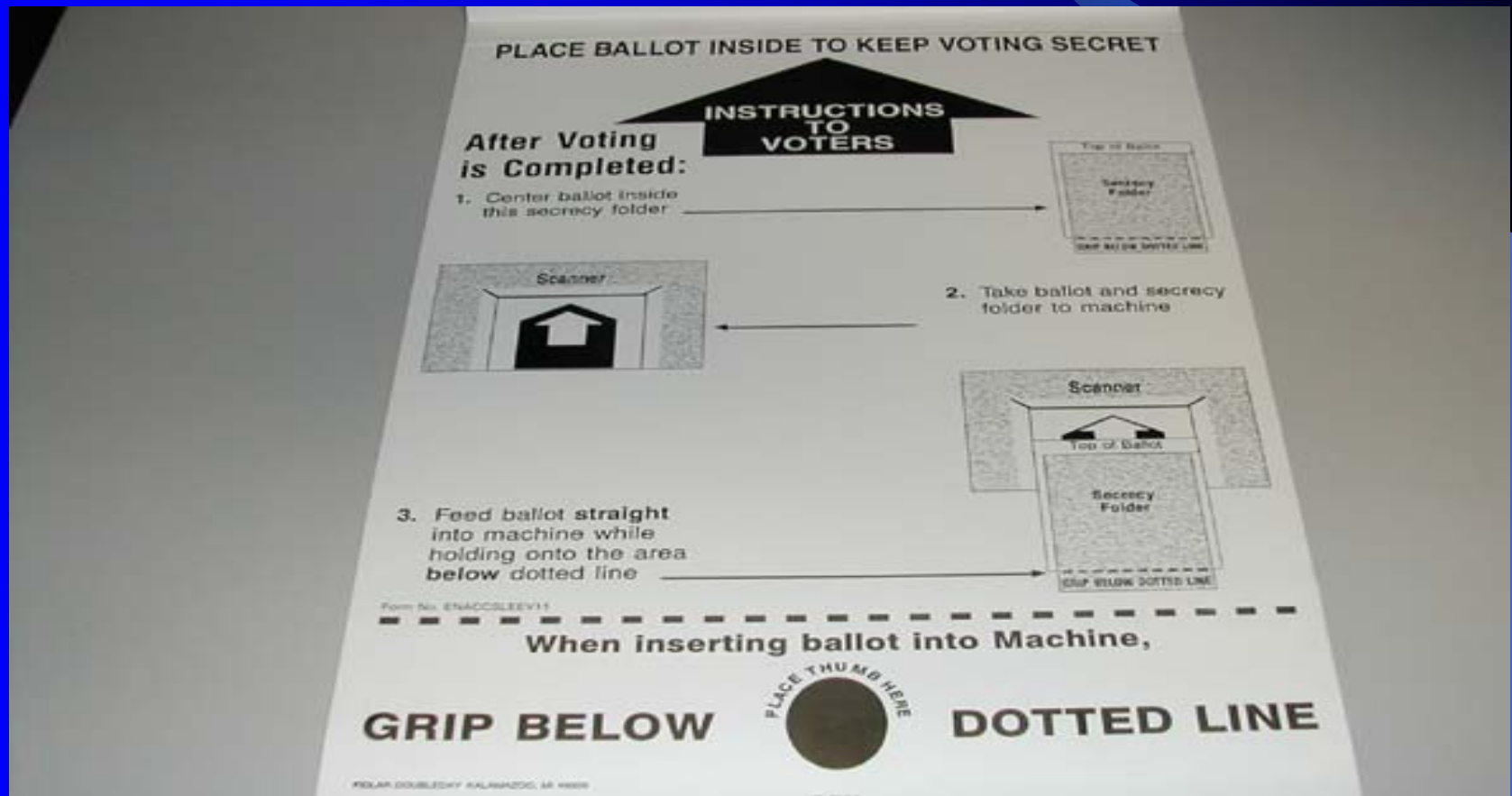
Processing Voters (Continued)

- Check the QVF list for the presence of other Status Codes – Refer to "QVF Note's" for further explanations
- Initial the Application to Vote to indicate that approval to vote has been granted
- Note the voting activity on the QVF precinct list according to the clerks instructions

Processing Voters (Continued)

- Issuing the ballot
  - Record the ballot number on the Application to Vote
  - Record the voters name and ballot number in the Poll Book on the first available line (never skip lines)
  - Place the ballot into a secrecy sleeve so that the stub is exposed and hand to voter

Processing Voters (Continued)

A Secrecy Sleeve Must Be Provided With Every Ballot Issued

Processing Voters (Continued)

- Preserving ballot secrecy
  - Inspectors must remain at least 10 feet away from the tabulator while votes are exposed
  - If a ballot is rejected, inspectors may not approach the tabulator until the ballot is concealed
  - Always refer to the "script" provided by the Bureau of Elections when explaining the reason(s) for rejection to a voter (A copy should be included in your precinct supplies)

Processing Voters (Continued)

- Receiving the voted ballot
  - To ensure ballot secrecy, the ballot must be inserted in the secrecy sleeve with the stub exposed
- Verify the number on the ballot stub against the ballot number recorded on the Application to Vote or Poll Book
  - Remove the ballot stub and instruct the voter to feed the ballot into the tabulator
  - If the tabulator returns the ballot refer to "What If's"

Campaigning at Polls

- Campaigning is not allowed within 100 feet from any exterior entrance to the building that is used by voters
  - Inspectors have the right to ask voters to remove campaign buttons and conceal literature or clothing bearing campaign information

Campaigning at Polls (Continued)

- – Vehicles bearing campaign information may park within 100 feet only while the driver and passengers are voting
- – Repeat violations must be reported to the clerk or local law enforcement

Exit Pollsters

- Exit pollsters are persons employed to survey electors <u>after</u> they have voted
  - Pollsters must remain at least 20 feet away from the exterior exits used by voters
  - Pollsters may not enter the building
  - Pollsters may not question persons entering the building

Challengers

- Challengers are appointed by political parties and interest groups; challengers may:
  - Observe the processing of voters and ballots from inside the processing area
  - Visually examine all equipment, forms and records
  - Challenge a person's qualifications to vote
  - Challenge the actions of election inspectors
  - Serve in more than one precinct (no more than two per precinct per political party or group)

Challengers (Continued)

- Challengers must:
  - Possess and display to the chairperson or inspector upon entering the polls, a "challenger card" issued by the party or group that they represent
  - Conduct themselves in an orderly manner and may not touch any election materials or equipment
  - Not campaign or display campaign materials

Poll Watchers

- Poll watchers are members of the public who are interested in observing the processing of voters
  - Poll watchers do not have to be registered voters and are not required to provide advance notification of their intent to be present at the polls on election day
  - Poll watchers must remain in the public area and may not enter the processing area unless granted permission to do so but must immediately return to the public area

Poll Watchers (Continued)

- Poll watchers may not:
  - Campaign
  - Question voters
  - Interfere with the processing of voters
  - Challenge a person's voting rights or the actions of election inspectors

Assisting Voters Cast Ballots

- A complete record must be made on the remarks page whenever a voter receives assistance

- Under state law two inspectors of different political parties must assist the voter

- Under federal law a voter who is blind, disabled or unable to read or write may designate a person to assist him or her

Assisting Voters Cast Ballots (Continued)

- Under federal law the following questions must be asked:
  - The voter is asked "Are you requesting assistance to vote by reason of blindness, disability or inability to read or write?" The voter must answer yes.
  - The assistant is asked "Are you the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs?" The assistant must answer **NO.**

"WHAT IF'S"

- Power Outage
  - Unlock the Auxiliary Compartment (front top)
  - Continue issuing ballots;
  - Ballots placed into the Auxiliary Compartment are not tabulated until after 8:00 p.m.

"WHAT IF'S" (Continued)

- Ballot Jam
    - Instruct the voter to return his/her ballot to the secrecy envelope; approach the tabulator and compare public counter total to poll book total to determine if the ballot has been counted
    - If the ballot has not been tabulated, re-insert or issue a replacement ballot if the first ballot is damaged
    - If the ballot has been tabulated, no further action is required

"WHAT IF'S" (Continued)

- Rejected Ballots – All rejected ballots must be inspected by the voter to verify the reason for the rejection. (Note: All rejected absent voter ballots must be inspected by an election inspector to verify the reason for the rejection.)

- The override function is used only as a <u>last resort</u>! Voters must always be encouraged to accept a replacement ballot. (Note: Absent voter ballots may require duplication.)

"WHAT IF'S" (Continued)

- Rejected Ballots - Ballots may be rejected for the following reasons:
  - Over vote – no votes will count for the over voted office(s) or proposals (See "Spoiled Ballots")
  - Blank or Un-Voted – no votes will count on the ballot (May be re-voted by the voter; offer voting instructions)
  - Crossover vote – If a partisan primary ballot, no votes will count within the partisan section of the ballot (See "Spoiled Ballots")
  - Other defects or problems, may not be overridden (Contact the clerk for instruction)

"WHAT IF'S" (Continued)

- "False Reads" – A false read results when the tabulator is unable to distinguish between a vote and an attempted correction, stray mark or invalid write-in vote

- Absent voter ballots which contain one or more false reads must be duplicated! (See: Duplicating Ballots)

Voters Who Have Moved

- Move made within <u>same</u> city or township
  - Have the voter complete an Election Day Change of Address Notice
  - Deliver the completed notice to the clerk at the close of the polls
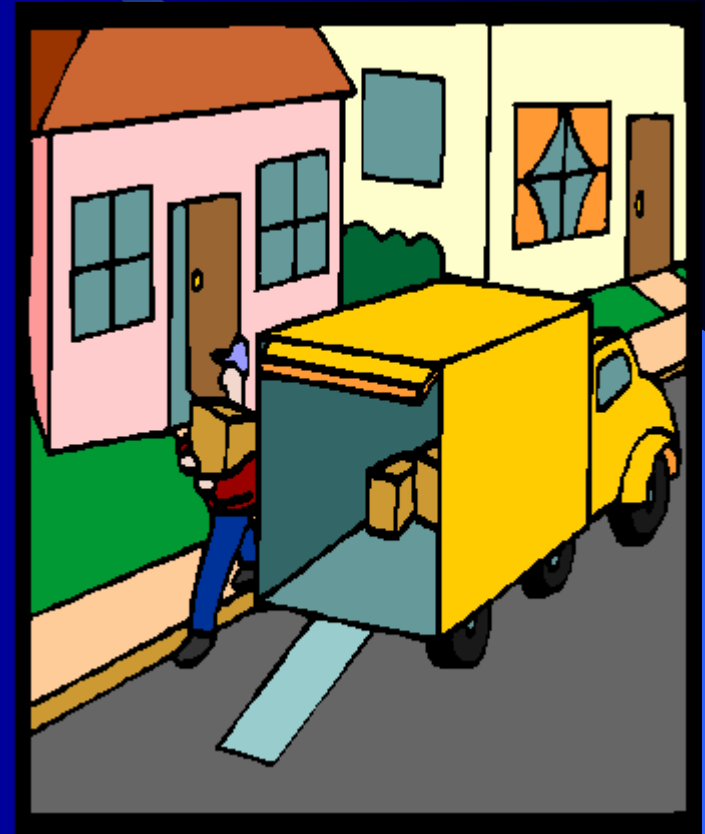
ELECTION DAY CHANGE OF ADDRESS NOTICE
(MOVE MADE WITHIN SAME CITY OR TOWNSHIP)

_____ , Michigan   Date _____
CITY/TOWNSHIP

This is to advise that I have moved from

_____   _____
PREVIOUS STREET ADDRESS   WARD/PRECINCT

To _____
CURRENT STREET ADDRESS

and wish to have my voter registration reflect this change.

_____   _____
PRINT NAME   DATE OF BIRTH

_____
SIGNATURE OF VOTER

_____
ELECTION INSPECTOR

NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3

Michigan Election Resources Form No. 822

Voters Who Have Moved (Continued)

- Move made to a <u>different</u> city or township
  - If the move was made within 60 days of the election <u>and</u> the voter has not reregistered in the new city or township, have the voter complete a Cancellation Authorization
  - Deliver the completed notice to the clerk at the close of the polls

AUTHORIZATION TO CANCEL REGISTRATION

DATE OF ELECTION: _____ _____

WARD/PRECINCT

VOTER: PLEASE PRINT INFORMATION REQUESTED BELOW.

_____

PREVIOUS ADDRESS

_____

CITY OR TOWNSHIP

I certify that I was a registered and qualified elector in the above city or township and that I moved to the address below AFTER THE 60TH DAY prior to this election. I further authorize the clerk of the city or township listed above to **cancel my voter registration.** I understand that **I must register to vote with the clerk of the city or township where I now reside.**

_____

CURRENT ADDRESS

_____

CITY OR TOWNSHIP

_____   _____

PRINT NAME   DATE OF BIRTH

_____   _____

SIGNATURE OF VOTER   INSPECTOR'S INITIALS

NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3

Michigan Election Resources Form No. 821

Missing Registration

- There are <u>four reasons</u> why a voter's name may not appear on the QVF precinct list …
  - Voter did not register on or before the close of registration deadline
  - Voter is at the wrong polling place
  - Voter's record is lost or misfiled
  - Voter's registration has been cancelled
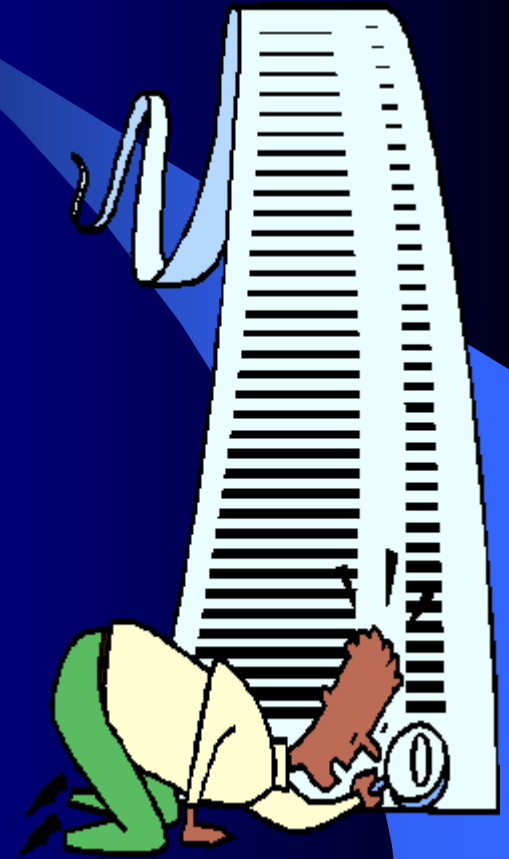
Missing Registration (Continued)

- Take the following actions:
  - Confirm that the voter is at the correct polling location
  - Ask the voter if he/she registered on or before the registration deadline
    - If yes, ask to see the voters registration receipt

Missing Registration (Continued)

- If the voter <u>is able</u> to produce a voter registration receipt, check the following:
  - Is the address in your precinct?
  - If yes, does the voter still lives at the address shown?
  - Is the receipt dated on or before the close of registration
  - Is the voter at least 18 years of age

Missing Registration (Continued)

- If all four items can be confirmed, the voter is eligible to vote in the precinct
  - The voter must reregister before a ballot may be issued
- If the first three items can be confirmed but the person no longer lives at the address shown, refer to "Voters Who Have Moved"

Missing Registration (Continued)

- If the voter 1) did not register in the same precinct or, 2) registered after the deadline or, 3) is not at least 18 years of age, or 4) is unable to produce a receipt, refer to "PROVISIONAL BALLOT 4–STEP PROCEDURE"

Provisional Ballot
4–Step Procedure

- If an elector, who completes an Application to Vote, does not appear on the precinct's QVF list, and is not otherwise qualified to vote, the 4-Step Procedure form must be completed before a ballot can be issued

Provisional Ballot 4–Step Procedure (Continued)

- The 4 steps include:
  - Completion of an affidavit of qualification (Under penalty of perjury)
  - Completion of a new voter registration application
  - Inspector responds to 4 questions
  - A "challenged" ballot is issued, voted and tabulated, or issued, voted and returned to the clerk in a security envelope for later review

> ## Procedure for Issuing a Ballot
> ## If Voter's Name Does Not Appear On Registration List
>
> ### *-- A Four-Step Procedure --*

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

EXCEPTION #1: If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

EXCEPTION #2: If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong polling place.)

> **IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED ON THE FOLLOWING PAGES.**

State of Michigan Voter Registration Application

and Michigan Driver License/Personal Identification Card Address Change Form

1 answer

Are you a citizen of the United States of America? ○ Yes ○ No

Will you be 18 years of age on or before election day? ○ Yes ○ No

➤ **If you responded *No* to either of these questions, do NOT complete this form.**

2 complete application

Last Name	First Name	Middle Name

Address where you live — house number and street/road	Apt. No./Lot No.

City	MI	Zip Code	Telephone *optional*

If you do not have a house or street address, describe location where you live — cross streets or roads, landmarks, etc.

○ City *or* ○ Township where you live	County where you live	School District *if known*

Mailing Address *if different* ○ For use on Driver License/Personal ID and Voter Registration ○ For use on Voter Registration only

Date of Birth	○ Male ○ Female

ID Number *check applicable box and provide appropriate number*

○ I have a state issued driver license or personal ID card # _____ State _____

○ I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are ___ ___ ___

○ I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.
An ID number will be assigned to you for voter registration purposes.

Are you still registered to vote at your last address?	○ Yes ○ No ○ Don't Know *If "Yes" or "Don't Know" enter previous address*

Previous Street Address	○ City *or* ○ Township of	County

State	Zip Code	Registered under name of *if different than above*

3 read, sign and date

I certify that:

– I am a citizen of the United States.

– I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.

– I will be at least 18 years of age by election day.

– I authorize cancellation of any previous registration.

– The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X _____
Signature of Applicant   Date

X _____
Signature of Applicant   Date

Sign and date both spaces provided above.

BEFORE MAILING, REMOVE TAPE AND FOLD IN HALF TO SEAL CLOSED.

STEP ONE: **VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)**

AFFIDAVIT

I, _____, hereby affirm that I am a resident of

the ☐ City ☐ Township of _____, Michigan and I reside at

_____. I further affirm that I submitted a

voter registration application on or before the close of registration for the election at hand.

By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application.

Signature of Elector: _____   Date _____/_____/_____

Signature of Clerk, Authorized Assistant or Election Inspector:_____

An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to $1,000.00 and/or imprisonment for up to 5 years.

Process used to register to vote:

☐   Mail-in registration form

☐   Secretary of State Branch Office

☐   Secretary of State "Renewal by Mail" Program

☐   Designated voter registration agency

☐   County, city or township clerk's office

Approximate date of REGISTRATION: _____

STEP TWO: **ELECTION INSPECTOR asks the VOTER to complete a voter registration application.**

- If the voter completes a voter registration application, retain it with this form.

- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter.

STEP THREE: ELECTION INSPECTOR issuing ballot must answer the five questions provided below.

(1)   Check with the clerk to confirm that the voter is not   ☐ YES ☐ NO
        registered to vote in any other precinct in the city or
        township. Were you able to reach the clerk to make this
        check? (Answer "No" if (1) you were unable to reach
        the clerk or (2) the clerk advised that the voter is, in fact,
        registered in a different precinct. Answer "Yes" if you
        reached the clerk and the clerk advised that the person
        is <u>not</u> registered in a different precinct.)

(2)   Check the voter's identity. Is the voter able to   ☐ YES ☐ NO
        identify himself or herself by showing a Michigan Driver
        License, Michigan Personal Identification Card, other
        government issued photo identification card or a photo
        identification card issued by a Michigan university or college?

If "Yes," check ONE of the following and enter requested information:

☐   Michigan Driver License (enter number):

_____

☐   Michigan Personal Identification Card (enter number):

_____

☐   Other government issued photo identification card (describe):

_____

☐   Photo identification card issued by a Michigan university or college (describe):

_____

If "No," ask the voter for any form of identification and complete following:

☐   Voter showed a different form of identification (describe):

_____

☐   Voter was unable to show any form of identification.

4

(3) Check the voter's residential address. Is the voter   ☐ YES   ☐ NO
able to confirm that he or she <u>currently resides in
the precinct</u> by showing a Michigan Driver License,
Michigan Personal Identification Card, other government
issued photo identification card or a photo identification
card issued by a Michigan university or college?
(Answer "No" if voter shows a Michigan Driver
License, Michigan Personal Identification card, other
government issued photo identification card or a photo
identification card issued by a Michigan university or
college <u>that contains an address outside of the precinct</u>.)

If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by
showing any of the following documents (1) a current utility bill (2) a current bank
statement (3) a current paycheck or government check or (4) any other government
document. If voter produces such a document, describe below and indicate if the document
contains the voter's name and address:

_____

_____

(4) Did the voter complete and submit a   ☐ YES   ☐ NO
voter registration application?

If "No," explain: _____

_____

_____

STEP FOUR: ELECTION INSPECTOR issues a regular ballot or an "envelope" ballot to
the VOTER as explained below.

- If you answered "Yes" to <u>all four of the questions</u> appearing under Step Three, issue a
regular ballot to the voter:

  (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the
  ballot serial number on the reverse side of the ballot.)

  (2) Enter the voter's name in the poll book and write "CHALLENGED BALLOT" next to
  the voter's name.

(3)   Direct voter to a voting station and permit voter to vote ballot.

(4)   After the voter has voted the ballot, remove the ballot stub. Deposit ballot in ballot container or direct voter to deposit ballot in tabulator.

(5)   Remove the "NOTICE" which appears below and issue it to the voter.

(6)   Forward this form and the voter registration application completed by voter to the clerk after the polls close.

- **If you answered "No" to <u>any of the four questions</u> appearing under Step Three, issue an "envelope" ballot to the voter:**

(1)   Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.

(2)   Enter the voter's name in the poll book and write "ENVELOPE BALLOT" next to the voter's name.

(3)   Direct voter to a voting station and permit voter to vote ballot.

(4)   After the voter has voted the ballot, direct the voter to place the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. If the voter has been issued an optical scan ballot, direct the voter to place the ballot in a secrecy sleeve before inserting the ballot in the PROVISIONAL BALLOT SECURITY ENVELOPE. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)

(5)   Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do *not* enclose this form or the voter registration application completed by the voter in the envelope.

(6)   Remove the "NOTICE" which appears below and issue it to the voter.

(7)   Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter's ballot to the clerk after the polls close.

NOTICE
(Detach and issue to voter.)

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers placed your ballot in a ballot container or you placed your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!

- If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within 6 days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*. For information on whether your ballot can be counted or not, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

Alternative language for second bullet if a written notice will be mailed to the elector:

- If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within 6 days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*. A notice will be mailed to you to inform you on whether your ballot can be counted or not. If your ballot cannot be counted, the clerk will explain why. Contact information:
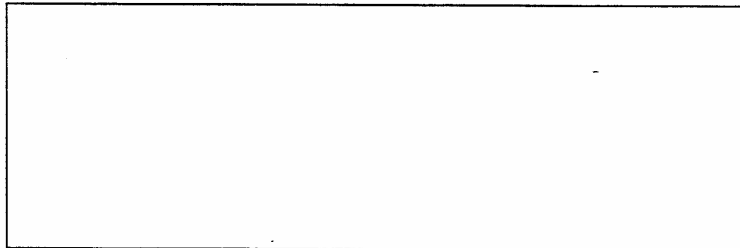
```
┌─────────────────────────────────┐
│     Entries Which Must Appear on      │
│   Provisional Ballot Security Envelope   │
└─────────────────────────────────┘
```

┌──┐
│   │
│   **PROVISIONAL BALLOT SECURITY ENVELOPE**   │
│   │
│ Use a separate security envelope for each "envelope" ballot issued by the precinct board. │
│ Deliver all sealed "envelope" ballots to the clerk after the polls close. │
│   │
│   │
│ VOTER'S NAME:_____ │
│   │
│ NAME OF CITY OR TOWNSHIP:_____ │
│   │
│ ELECTION INSPECTOR SEALING BALLOT:_____ │
│   │
│ PRECINCT NUMBER:_____   DATE OF ELECTION:_____ │
│   │
│ REASON WHY "ENVELOPE" BALLOT ISSUED (CHECK ONE):   │
│   │
│ ☐   ELECTOR'S NAME DID NOT APPEAR ON THE PRECINCT'S QVF LIST. (Complete │
│   four-step procedure form before issuing ballot. Do not enclose the four-step procedure │
│   form in this envelope.)   │
│   │
│ ☐   ELECTOR SUBJECT TO ID REQUIREMENT UNABLE TO PRODUCE AN │
│   ACCEPTABLE FORM OF ID. (There is no need to complete the four-step procedure │
│   form before issuing ballot.)   │
│   │
└──┘

Processing Absentee Ballots

- Determine the legality of the ballot
  - Compare the signature on the absentee ballot return envelope against the corresponding AV Application
  - If either item is not signed or the signatures do not agree, contact the clerk for further instruction

Processing Absentee Ballots (Continued)

- Check the QVF precinct list to confirm that the voter has not already voted in person
  - If the voter has already voted in person according to the QVF list, write "Rejected – Voter Voted In Person" on the return envelope; the envelope must be initialed by the chairperson
  - Return the AV envelope and AV Application to the clerk at the close of the polls
  - Note the action on the Remarks Page

TO BE COMPLETED ONLY IF VOTER IS ASSISTED IN VOTING BY ANOTHER PERSON

I assisted the herein named absent voter who is disabled or otherwise unable to mark his/her absent voter ballot pursuant to his/her directions. The absent voter ballot was inserted into the return envelope without being exhibited to any other person.

_____
Signature of Person Assisting Voter

_____
Street Address or R.R.

_____
City, Township or Village

_____

A PERSON WHO ASSISTS AN ABSENT VOTER AND WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF A FELONY.

FOR CLERKS USE ONLY

Ballot Envelope Returned:

Date _10/12/04_ Time _2:35_ Received By _SAS_

I certify that I have checked the signature on this envelope with the signature on the voter's registration card and they agree.

Sarah Smith
Election Official

OFFICIAL ABSENT VOTER'S BALLOT

Form E6-W ©Doubleday Bros. & Co., Kalamazoo, Mich. 49001
Rev. 1996

TO BE COMPLETED BY THE ABSENT VOTER

I assert that I am a qualified and registered elector of the city, township, village or school district named below*. I am voting as an absent voter in conformity with state election law. Unless otherwise indicated, I personally marked the ballot enclosed in this envelope without exhibiting it to any other person.

I further assert that this absent voter ballot is being returned to the clerk or an assistant of the clerk by me personally; by public postal service, express mail service, parcel post service, or other common carrier; by a member of my immediate family; or by a person residing in my household.

SIGN HERE:

X _Junior T. Baggett_   _10/10/04_
    Signature of Absent Voter   Date:

The above form must be signed or your vote will not be counted.

AN ABSENT VOTER WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF A MISDEMEANOR

Junior T. Baggett
Name of Voter

521 Majole Ave
Street Address or R.R.

Smallville   _MI_   _49000_
City   State   Zip

* _Smallville_   _Large_
City, Township, Village or School District   County

Election Date: _____ Precinct # _____ Ward # _____

Precinct No. _1_

Poll Book No. _12_

Ballot No. _5_

Processing Absentee Ballots (Continued)

- If the ballot is to be counted, note the activity on the QVF precinct list and remove the ballot from the return envelope (NOTE: If the AV Envelope does not contain the ballot, make a notation on the Remarks Page)
  - Verify that the number on the ballot stub matches the number recorded on the AV Application
  - Process the ballot as "Challenged" if the numbers do not match or the stub is missing

Processing Absentee Ballots (Continued)

- Remove the ballot stub and secure the ballot until tabulation (NOTE: To ensure ballot secrecy, AV ballots are always processed and tabulated in multiples)

- If an AV ballot is rejected by the tabulator refer to "What If's − Rejected Ballots"

Spoiled Ballots

- Spoiled Ballots - A voter who spoils his/her ballot must be encouraged to vote a new ballot
  - Instruct the voter to place his/her ballot into the secrecy sleeve and return it to the processing table
  - Adjust the original Application to Vote and Poll Book entry by lining out the first ballot number issued and recording the new ballot number

Spoiled Ballots (Continued)

- – Write "Spoiled" in the remarks column next to the voters name in the Poll Book
- – Without exposing any votes, write the word "Spoiled" across the top of the original ballot
- – Remove the ballot stub and ask the voter to place the original ballot and stub into the "SPOILED BALLOTS" envelope

Defective Ballots

- On occasion, a ballot may be rejected due to printing errors or other flaws
  - Instruct the voter to place his/her ballot to the secrecy sleeve and return it to the processing table
  - Adjust the original Application to Vote and Poll Book entry by lining out the first ballot number issued and recording the new ballot number

Defective Ballots (Continued)

– Write "Defective" in the remarks column next to the voters name in the Poll Book

– Without exposing any votes, write the word "Defective" across the top of the original ballot

– Remove the ballot stub and ask the voter to place the original ballot and stub into the "DEFECTIVE BALLOTS" envelope

Exposed Ballots

- If a voter deliberately shows any person in the polling place how he or she has voted (Exception: A minor child may accompanying the voter in the voting booth)
  - The ballot is void and is not tabulated
  - The voter is not permitted to vote
  - Mark the ballot "REJECTED FOR EXPOSURE"
  - Write "REJECTED" in the remarks column next to the voter's name in Poll Book

Exposed Ballots (Continued)

- Prepare a special envelope labeled "REJECTED FOR EXPOSURE"
- Remove the ballot stub and, without further exposing any votes, place both the ballot and stub inside the special envelope
- Make a notation on the Remarks Page

Closing the Polls

- The polls officially close at 8:00 p.m.
- STEP 1 - After all ballots have been tabulated, including absentee ballots if counted in the precinct, and ballots that required duplication, complete the following steps:
  - remove any items from the table that are not needed

Closing the Polls (Continued)

- STEP 2 – Compare the Public Counter total to the total number of voters according to the poll lists. (Poll Book and Applications to Vote) The three numbers must agree!

  – If the totals do not agree check to see that all absent voter ballots have been tabulated

  – Next, check to see that all ballots requiring duplication have been duplicated and tabulated (Note: Ballots requiring duplication will be found in the Auxiliary Compartment of the ballot container.)

Public Counter Must Agree with the Poll Book and Applications to Vote
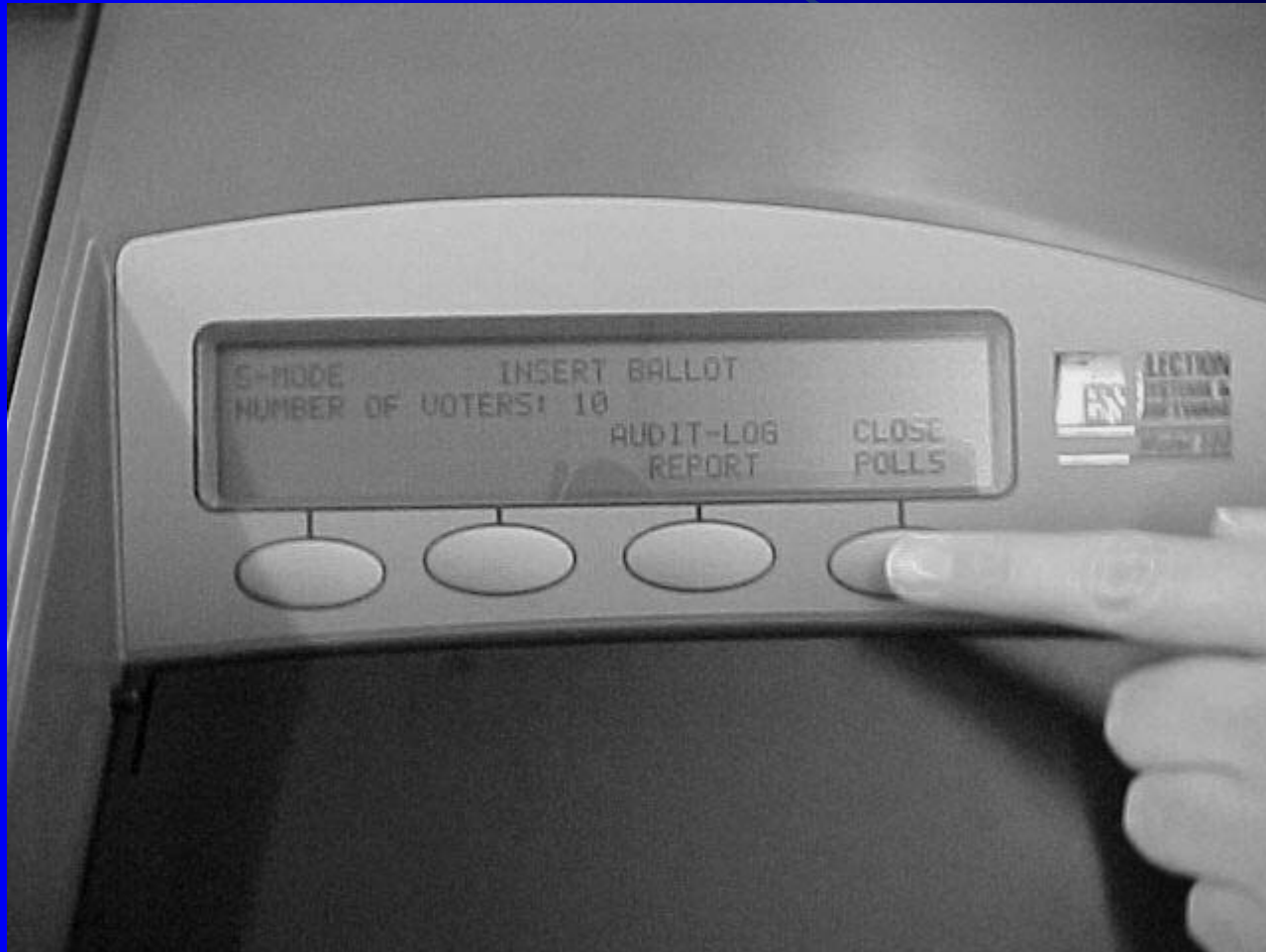
Closing the Polls (Continued)

- STEP 3 – Duplicating Ballots (Ballots may not be duplicated until the polls are closed)
  - Count out a number of un-used ballots equal to the number of ballots to be duplicated and remove the ballot stubs
  - Record a number at the top of each ballot to be duplicated as follows: 1, 2, 3
  - Number the un-used ballots as follows: Dup - 1, Dup - 2, Dup - 3.

Closing the Polls (Continued)

- STEP 3 - Duplicating Ballots (Continued)
  - Using the Reader Checker process, one inspector will read all of the votes which meet the validity standard from original ballot 1 while another inspector records the votes on ballot Dup – 1 (See: Validity Standards for M100 Ballot Markings)
  - This same process is completed for each ballot requiring duplication; accuracy is verified by the inspectors changing places and re-reading the votes

Closing the Polls (Continued)

- STEP 3 - Duplicating Ballots (Continued)
  - Once the duplicates have been marked and verified, the duplicates are tabulated
  - All original ballots are returned to the clerk in the envelope labeled "Original Ballots for Which Duplicates Have Been Made and Tabulated"
  - The total number of ballots tabulated (Public Counter) should now agree with the total voters according to the poll lists

Closing the Polls (Continued)

- STEP 3 - Duplicating Ballots (Continued)
- Validity Standards for M100 Ballot Markings
  - Michigan is not a "voter intent" state
  - Two – Step Validity Standard
    - Step 1) voter must make a mark in the designated target area of the ballot, and
    - Step 2) the mark must be consistent with other marks on the same ballot

Closing the Polls (Continued)

- STEP 3 - Duplicating Ballots -Validity Standards for M100 Ballot Markings (Continued)
  - A mark is invalid if:
    - 1) the mark is not in the designated target area of the ballot, or
    - 2) the mark is inconsistent with other marks on the same ballot

Optical Scan Systems Employing "Oval" Target Areas

Valid markings: Each of the examples provided below is a <u>valid vote</u> as there is a mark within the "predefined area" for casting a vote.
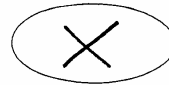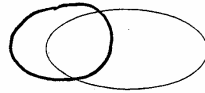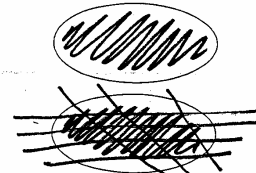
Invalid markings: Each of the examples provided below is an <u>invalid vote</u> as a mark does <u>not</u> appear within the "predefined area" designated for casting a vote.

Corrections: A correction that causes a "false" tabulator read does not count as a valid vote.

MISTAKE
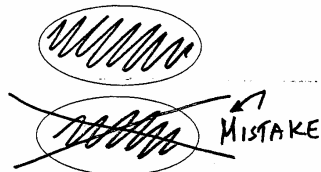
Count for top position only

Counts for top position only

Stray marks: "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."

Candidate A

Candidate B

Candidate C

Counts for top two positions only

Closing the Polls (Continued)

- STEP 4 – Printing Totals Tapes
  - Open the key access panel and turn the key to OPEN/CLOSE POLLS. CLOSE POLLS will appear in the lower right part of the LCD screen
  - Select CLOSE POLLS
  - The totals tapes will automatically start printing (the number of totals tapes that print is based on the number programmed for that particular election)

Closing the Polls (Continued)

- STEP 5 – Processing Write-in Votes
  - Remove all ballots from the Write-in compartment (right) and Main Compartment (left)
  - All ballots containing write-in votes must be visually reviewed to determine whether the write-in vote is valid

Closing the Polls (Continued)

- STEP 5 – Processing Write-in Votes (Continued)
- For a write-in vote to be valid, the voter must:
  - 1) Write or affix by means of a sticker, in the blank space provided under the office involved, the name of a candidate that has declared his/her intent to seek the office, and (Note: If a partisan primary, the vote must be recorded in the proper party column.)
  - 2) Record the vote by making a mark in the corresponding target area of the ballot

Closing the Polls (Continued)

- STEP 5 – Processing Write-in Votes (Continued)
  - If the write-in vote is <u>in-valid</u>, determine if the write-in, in combination with other votes cast under the <u>same office</u> caused an over vote
    - If yes, refer to "STEP 6 - Special Handling"
    - If no, further processing is not required
  - If the write-in vote is <u>valid</u>, tally the vote on the Write-in Tally in the Poll Book

Closing the Polls (Continued)

- STEP 5 – Processing Write-in Votes (Continued)
- When tallying valid write-in votes, the name of each write-in candidate must be recorded in the Poll Book and on the Statement of Votes as written by the voter; a separate record is made for each variation:
  - Bob Smith, Trustee, 3 votes
  - Robert Smith, Trustee, 2 votes

CANDIDATE'S NAME	OFFICE	PARTY

TALLY OF VOTES																				TOTAL VOTES
5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	

Closing the Polls (Continued)

- STEP 6 – Special Handling
  - Whenever an <u>invalid</u> write-in vote, in combination with one or more valid votes results in a "false" over vote or "false" cross over vote, all 3 Totals Tapes must be manually adjusted as follows:
  - False Over vote – Record a +1 on the Totals Tape next to the name of any candidate(s) that are entitled to receive a vote
  - False Crossover vote – Record a +1 on the Totals Tape next to the name of each of the parties' candidates that are entitled to receive a vote

Closing the Polls (Continued)

- STEP 7 – Completing the Statements of Votes
  - A minimum of three copies is needed for most elections; prepare each as follows:
    - Attach a signed "Totals Tape" to each copy; <u>all</u> inspectors present at the close of the polls must sign each tape
    - Enter the total write-in votes cast for each declared write-in candidate from the Write-in Tally page in the Poll Book

OPTICAL SCAN
STATEMENT OF VOTES

Ward/Precinct No. _____ City, Township, Village or School District _____ Date of Election _____

Enter Write-In Candidate Information and Transfer Total Write-In Votes From Poll Book

WRITE-IN CANDIDATES (Please Record Like Offices Together)	TOTAL WRITE-IN VOTES	WRITE-IN CANDIDATES (Please Record Like Offices Together)	TOTAL WRITE-IN VOTES
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	
Name _____ Office _____ Party _____		Name _____ Office _____ Party _____	

We, the undersigned members of the Board of Election Inspectors, certify that seal #_____ was properly affixed to the ballot container.

_____
Signature of member who **sealed** the container

_____
Signature of member who **verified** the sealing
(May not represent same political party as member who sealed ballot container.)

WE HEREBY CERTIFY that all voted, duplicated, spoiled and defective ballots were placed into a ballot container.
WE FURTHER CERTIFY that the precinct totals tape and proposal language, if any, have been attached to the back of this Statement and the above accurately documents the write-in votes cast as tallied in the Poll Book of this precinct.

_____ _____
Chairperson   Phone

_____ _____
                         Phone

_____ _____
                         Phone

_____ _____
                         Phone

White - County Clerk   Canary - Board of Canvassers   Pink - Local Clerk

Closing the Polls (Continued)

- STEP 7 – Completing the Statements of Votes (Continued)
  - Enter or attach the language of any proposals that appeared on the ballot
  - Record the number on the seal used to secure the ballot container in which the used and unused ballots have been placed (Include the special envelopes containing all spoiled, defective and original ballots for which duplicates have been made)

Closing the Polls (Continued)

- STEP 7 – Completing the Statements of Votes (Continued)
  - All inspectors present at the close of the polls must sign the certification statement at the bottom of the form
  - Return Statements of Votes as follows:
    - #3 envelope – 1 Statement of Votes with longest Totals Tape attached
    - #1 and #2 envelopes– 1 Statement of Votes each with second and third copies of Totals Tapes attached

Closing the Polls (Continued)

- STEP 8 - Completing the Certificate of Election Inspectors (Back of Poll Book)
  - Respond to all questions at the top of the certificate
  - Complete the "Ballot Summary" and verify for accuracy (Document any discrepancies on the Remarks Page)
  - Enter the seal number used to seal the ballot container; must be attested to by two inspectors of different political party affiliations

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY THE FOLLOWING:

✓ **AT THE CLOSE OF THE POLLS** (Except as noted on the Remarks Page of this Poll Book)

☐ The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct): . . . . _____

☐ The number of ballots tabulated is: . . . . _____

☐ Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.

☐ Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.

☐ Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).

☐ Verified that any ballots requiring duplication have been accurately duplicated and tabulated.

☐ Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded to the Statements of Votes.

☐ Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct: (Do not include absent voter ballots)

(_____ - _____) + 1 = _____
   (Ending No.)   (Starting No.)

B. Number of absent voter return envelopes received by board: (Enter "0" if absent voter ballots not processed in precinct) _____

C. Total of Lines A & B: _____

NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:

D. Number of ballots tabulated: _____

E. Number of ballots reissued to voters who spoiled their ballot: (Spoiled or defective ballots for which a new ballot was issued and tabulated) _____

F. Number of ballots which were used by election inspectors for duplications: _____

G. Number of provisional "envelope" ballots issued: _____

H. Number of ballots which were not issued:

(_____ - _____) + 1 = _____
   (Ending No.)   (Starting No.)

I. Number of absent voter return envelopes received which did not contain a ballot: _____
(Enter "0" if absent voter ballots not processed in precinct)

J. Total of Lines D, E, F, G, H and I: _____

THESE TOTALS MUST AGREE

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J.
IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

We, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) were properly sealed into an approved ballot storage container by affixing seal # _____ .

X_____
Signature of member who **sealed** the ballot container

X_____
Signature of member who **verified** the sealing
(May not represent same political party as member who sealed ballot container.)

We further certify that the seal number recorded above was entered on the Statements of Votes.

We also certify that:

The tabulator program has been removed from the tabulator and was properly sealed in a storage container by affixing seal # _____ .

X_____
Signature of member who **sealed** the storage container

X_____
Signature of member who **verified** the sealing
(May not represent same political party as member who sealed storage container.)

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW
(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)

X_____
Chairperson   Phone

X_____
            Phone

X_____
            Phone

X_____
            Phone

X_____
            Phone

X_____
            Phone

X_____
            Phone

X_____
            Phone

Closing the Polls (Continued)

- STEP 8 – Completing the Certificate of Election Inspectors (Back of Poll Book) (Continued)
- ***At the discretion of the clerk***, the Tabulator Program may be removed from the tabulator
  - Verify the Tabulator Seal number against the Clerk's Preparation Certificate
  - Seal the Tabulator Program into an approved container
  - Record the seal number on the Certificate of Election Inspectors and container certificate

Closing the Polls (Continued)

- STEP 9 – Preparing Materials for Return to the Clerk
  - Place the completed Poll Book into Envelope #1 addressed to the County Clerk
  - Place the "spindle" containing the completed Applications to Vote into Envelope #3 addressed to the Local Clerk

Closing the Polls (Continued)

- STEP 9 – Preparing Materials for Return to the Clerk (Continued)
  - Place all AV Applications (top section) and AV Return envelopes into the Absent Voter Envelope
  - Seal all envelopes with a "red paper" seal initialed by two inspectors and dated, including any Provisional Ballot – Security Envelopes used at the election
  - Ballot containers and other materials are returned to the clerk by two election inspectors of different party affiliations according to the clerks instructions

Ballot Security – Reminders…

- All used and unused ballots, special envelopes containing spoiled, defective and original ballots for which duplicates have been made, and Tabulator Programs and must be sealed into an approved ballot container

- This responsibility must be carried out by two inspectors of different party affiliations and attested to in writing in the Poll Book, Statements of Votes and Ballot Container Certificate

- A ballot bag is not an approved ballot container

- A pad lock is not an approved seal

Approved Ballot Container With Pull Tight Seal

Thank you for agreeing to serve as an election inspector. We hope that your experience on election day will be positive.